

DATE: December 9, 2009 1 of 2
TO: Project Review (CO-PROJREV)
FROM: Jane Smith, Project Manager
SUBJECT: **Revision Number** One - Letting (mo./yr.) 12/09
Financial Project ID 12345-1-52-01 (Lead number only)
Proposal/Contract ID T5000
Federal Funds: ☐No ☒Yes Federal Aid No. 123 4 456N
County Volusia State Road No. 5
Concurred by: (Specs Office will obtain this signature) Date: _____
Transportation Development Director or Designee

I have reviewed for effects on the Specifications Package and a package revision is ☒
is not ☐ required. Approved By: (Specs Office will get signature) Date: _____
Signature of District Specifications Engineer

If FA Oversight, Authorized By: _____ Date: _____
Print Name of FHWA Engineer

REVISIONS RECEIVED IN THE PROJECT REVIEW OFFICE WITHIN 15 WORK
DAYS OF THE LETTING MUST BE APPROVED BY THE DISTRICT SECRETARY.
NO REVISIONS ALLOWED WITHIN 5 WORK DAYS OF THE LETTING.

Approved By: _____ Date: _____
Signature of District Secretary

- ☒ SUPPLEMENTAL SPECIFICATIONS PACKAGE NUMBER One (10 Pages).
☐ REISSUED SPECIFICATIONS PACKAGE _____ (____ Pages).
☒ PLANS REVISION NUMBER One (6 Sheets):
CONTRACT TIME REVISED: ☐No ☒Yes (If yes, 350 Calendar Days)
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REMINDER

PROCESS:

1. Fill out headings.
2. On oversight projects, get FHWA concurrence. Print name of FHWA Engineer and date.
3. Get concurrence signature from the District Design Engineer, District Consultant Project Management Engineer or the District Structures Design Engineer, as appropriate.
4. Get signature of the District Specifications Engineer.
5. Revisions received in the Project Review Office within 15 work days of the letting must be approved by the District Secretary. Notify Project Review. Revisions are not allowed within 5 work days of the letting.
6. For Supplemental Specification Packages, fill in the Rev. Date, number of pages and a brief description.
7. Enter the sheet number and:
Describe new pay item number, Rev. Date with old quantity and new quantity, deleted pay item number only, or revised quantities; by entering pay item number with old and new quantities.
8. On bridges indicate "each bridge number" with corrected changes.
9. If a revision will impact the utility plans, adjustments or schedules, provide a copy of the revision memo and affected plan sheets to the District Utilities Engineer.
10. Any change to any pay item, requires replacement of the entire Proposal Summary of Pay Items.
11. Email the Revision approval to Project Review Section (CO-PROJREV) to unlock the summary of pay items.
12. Email Revision Memo to Project Review.

REVISED DOCUMENTS:

1. Revised sealed plans sheets including Summary of Pay Items.
2. Revised District Cost Estimate if federally funded.
3. Revised sealed Supplemental Specifications Package.

COMPUTATIONS:

Show Financial Project ID on revised computation book sheets, and make available to the District Construction Engineer.

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Proposal/Contract ID T5000

<u>Sheet No(s).</u>	<u>Rev. Date</u>	<u>Description</u>
<u>1</u>	<u>12-01-09</u>	<u>Plans revised</u>
<u>2</u>	<u>12-01-09</u>	<u>Updated Quantities</u>
<u>3</u>	<u>12-01-09</u>	<u>Updated due to trnsport</u>
<u>4</u>	<u>12-01-09</u>	<u>detail revised</u>
<u>T-4</u>	<u>12-01-09</u>	<u>Table added</u>

<u>Sheet No(s).</u>	<u>Rev. Date</u>	<u>Description</u>
<u>1 – 12</u>	<u>12-01-09</u>	<u>Added Beginning Work Special Provision</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Pay Item	Sheet No.	Add. / Del. / Rev.	Old Quantity	New Quantity
110-4	2	Del		
125-3	2	Add		123,45
345-23	2	Rev	345.56	567.98

Processed By: _____